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Approved For Release 1999/09/21 : CIA-RDP80-01240A000300040001-5

19 June 1973

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MEMORANDUM FOR: Chief, [REDACTED] Support Group

SUBJECT : Temporary Help

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1. Because of the increased [REDACTED] responsibilities, consolidation of the [REDACTED] Projects, and the merger of OC [REDACTED] I am going to need additional help as soon as possible. As it probably will be several months before the reorganization of the Support Group is approved (new slots), I would like to have at least temporary help this summer. 25X1A2c

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2. The additional body is needed to help with the increased work load over the summer because of the Office Estimates Budget exercise. The Office Estimates usually requires 75% of my time. However, it is anticipated that this year will require additional time to coordinate the transfer of the [REDACTED] budget from the other [REDACTED] components and probably the [REDACTED] budget as well, to establish new files, and the allotting of funds to other [REDACTED] components and field installations. On top of all this, I am also going to try to squeeze in my vacation time (two weeks) in July prior to the start of the budget exercise. This does not leave much time for the routine work, especially 25X1A 25X1A

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3. Any assistance you can provide on this matter will be appreciated.

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[REDACTED] Budget and Accounting Officer [REDACTED]

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Distribution:

Orig. & 1 - Addressee

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1 - [REDACTED] B&A

DDO/ [REDACTED] :gm

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